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12 JUN 1968

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Support

SUBJECT : Nomination of [] for the Federal Paperwork Management Awards **STATINTL**

1. This memorandum transmits for your signature a letter nominating [] for the Federal Paperwork Management Awards. **STATINTL**

2. The Association of Records Executives and Administrators has invited the Agency to nominate a candidate for the fourth Federal Paperwork Management Awards. The only previous Agency nomination for this award was [] in 1966 who received honorable mention. **STATINTL**

3. The Deputy Director for Support named [] of the Records Administration Staff, Support Services, for the 1968 nomination. No other candidates were proposed. The nominating document was prepared by officials on the Records Administration Staff in collaboration with a representative of this Office and was reviewed by [] and a representative of the Office of Security. **STATINTL**

4. It is recommended that you sign the attached letter to Mr. Alan G. Negus, President of the Association of Records Executives and Administrators, nominating [] for this award. The deadline for submission is 1 July 1968. **STATINTL**

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att.

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Approved For Release 2002/05/17 : CIA-RDP84-00313R000100190044-3

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August 26, 1968

Mr. Robert S. Wattles
Central Intelligence Agency
Director of Personnel
Washington, D. C. 20505

It is time again for the Fourth Annual Federal Paperwork Management Awards. This year's awards are being sponsored by the Association of Records Executives and Administrators. The selection of award winners is being made from a larger listing of agency nominees than ever before. Each succeeding year seems to bring a greater interest in this program and what it represents.

The luncheon is scheduled for 12 noon at the International Ballroom East of the Washington-Hilton Hotel on Tuesday, September 24, 1968.

Your office has been most helpful each year in publicizing this event and in getting many of your agency personnel to support the program actively. Again this year we are sending you a number of tickets for the awards luncheon. Please get in touch with your key people and encourage them to attend this significant occasion.

Since Federal paperwork represents an annual expenditure in excess of \$8 billion, it is vitally important that we recognize those who are making major contributions to savings and improvements in this area. Those who will be recognized this year have done an outstanding job and we know you will want many people from your agency to be on hand to honor them.

Please advise Mr. Fred W. Babbel of the General Services Administration (Code 13, Ext. 34425) by Thursday evening, September 19, how many of your people will be at the luncheon. We must relay this information to the hotel on Friday so they may have everything in readiness. Meanwhile if you have any questions you need to have clarified concerning this honor luncheon, please get in touch with Mr. Babbel.

Thank you for your usual thorough response!

Alan G. Negus
President

Encl.